

## How to Use CLT07, Clothing, Uniforms, Footwear, Accessories and Personal Care Products Statewide Contract

<b>Contract #:</b> CLT07	<b>Contract Duration:</b> 4/1/2014 to 3/31/2015
<b>MMARS #:</b> CLT07*	<b>Options to renew:</b> Annually through 3/31/2017
<b>Contract Manager:</b> William Funk - 617-720-3329 <a href="mailto:William.Funk@state.ma.us">William.Funk@state.ma.us</a>	
<b>This contract contains:</b> Supplier Diversity Office (SDO), Environmentally Preferable Products (EPP), and Prompt Pay Discount Programs	
<b>Last change date:</b> 6/26/2014	

### Contract Summary

This is a cooperative contract between the Commonwealth of Massachusetts and the State of Connecticut for **Clothing, Uniforms, Footwear, Accessories and Personal Care Hygiene Supplies**, for which Massachusetts is the lead state. This contract includes other related clothing items, with awards covering the following 14 categories:

Commodity Group	Commodity Group
Uniforms	Underwear
Athletic Wear	Hygiene Supplies
Footwear	Rental of Clothing
Hosiery	Environmentally Preferable Clothing
Healthcare (Health Care & Patient Care Apparel)	Miscellaneous Items/Services
Nightwear	MA State Police & DOC Uniforms
Outerwear	State of Connecticut State Police Stratton Hats

### Where to Obtain Important Contract Information in COMMBUYS

To obtain in-depth contract information, sign in to the [COMMBUYS](http://www.mass.gov/commbuys) website, click on the magnifying glass Search icon in the top right corner, select Document Type "Contracts/Blankets", then search by Contract/Blanket Description: "CLT07", to locate the following contract information (plus much more) in the Attachments tab:

- Contract User Guide
- Request for Response (RFR)

### How to Purchase through This Contract in COMMBUYS

This section is intended to provide guidance for purchasing items specific to statewide contract CLT07. For general guidance regarding COMMBUYS, please utilize OSD's training resources at <http://www.mass.gov/osd>.

1. To begin, create a new requisition.
2. In the drop-down menu for Requisition Type, be sure to select “Release”, and then click “Save and Continue”.
3. Click the “Item” tab, then click “Search Items”.
4. Click to expand the Advanced Search. Then type “CLT07” into the “Description” field. You may make use of several search techniques:
  - a. Search the item’s description by typing your query in the “Item Description” field.
  - b. Search by UNSPSC code. CLT07 items mainly fall under 53-10: Clothing or 53-11: Footwear
  - c. Search by vendor in combination with either of the above techniques
5. For each item you wish to purchase, indicate the desired quantity and add to the requisition by either adding to the requisition and exiting, or adding to the requisition and proceeding to the next page of items. For items that specify a volume range, be sure the desired quantity falls within the range.
6. When you are finished shopping, click “Save and Continue”.
7. Next, click the “Vendor” tab and select a remit-to address, then click “Save and Continue”.
8. Review content on each tab to ensure the requisition meets your organization’s needs.
9. Submit the requisition for approval.

For repeat orders, open a previous order, navigate to the bottom of the order, and click “Clone PO” to populate the old information to a new order.

## Benefits and Cost Savings

- Contract pricing REVISED to reflect an MSRP (Manufacturers Suggested Retail Price) less a per cent,
- More items are available under the MSRP discount pricing without all items being shown,
- Items not listed are available from the referenced catalog at the same discount listed for a category,
- Volume discounts vary based on manufacturers and extended to those ordering,
- Orders can be aggregated by the vendor for volume discounts – contact your vendor.

## Who Can Use This Contract?

**Applicable Procurement Law:** MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

### Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

## Pricing and Purchase Options

**Purchase Options:** Purchases will be direct, outright purchases with no delivery charges. Comparing prices against other vendors for the same or similar products is suggested and represents good purchasing practices. Vendor prices may be found within their respective catalogs in COMMBUYS, with pricing attachments also to be found under the “Attachments” tab within the vendor’s PO. For volume discounts contact the vendor directly.

Pricing is focused more on a discount percent from a catalog price list, while a few vendors remain at a cost plus structure. Items not listed on the vendor's price list are available at the same discount or mark up for the category being purchased from with the same conditions as for items listed.

## Vendor List and Contract information

Vendors	Telephone Number	Email Address
Massachusetts Correctional Industries	508-850-1070 x1071	<a href="mailto:draynor@doc.state.ma.us">draynor@doc.state.ma.us</a>
Razz-m-Tazz Promotions, LLC	978-874-0502	<a href="mailto:gail@razz-m-tazz.com">gail@razz-m-tazz.com</a>
Andrea's Police Supply	508-821-5815 x101	<a href="mailto:jythayer@andreaspolicesupply.com">jythayer@andreaspolicesupply.com</a>
Darter Specialties, Inc.	203-699-9805	<a href="mailto:alice@darterpress.com">alice@darterpress.com</a>
MG Products, LLC	978-352-5042	<a href="mailto:leanne@mgproducts.net">leanne@mgproducts.net</a>
All Sports - Heroes Uniforms	978-452-1976 x353	<a href="mailto:bnormandin@allsportsheroes.com">bnormandin@allsportsheroes.com</a>
Aramark Uniform	800-785-2299 x675698	<a href="mailto:michelle.leary@uniform.aramark.com">michelle.leary@uniform.aramark.com</a>
Bob Barker Company, Inc	800-334-9880 x413	<a href="mailto:bidnotices@bobbarker.com">bidnotices@bobbarker.com</a>
Company Store Inc.	508-646-0071	<a href="mailto:uniforms@costu.comcastbiz.net">uniforms@costu.comcastbiz.net</a>
Doughboy Police and Fire Supply	617- 282-2677	<a href="mailto:info@doughboyuniforms.com">info@doughboyuniforms.com</a>
Fairfield Uniform Co (CT only)	203- 335-9941	<a href="mailto:fairfielduniform@aol.com">fairfielduniform@aol.com</a>
Graphic Productions, Inc	781-749-8828	<a href="mailto:graphicspro@msn.com">graphicspro@msn.com</a>
Guardian Uniform and Supply	413- 858-8880	<a href="mailto:terry@guardianuniform.com">terry@guardianuniform.com</a>
Horwitz Career Apparel & Uniforms	203-931-9700 x301	<a href="mailto:rhorwitz@horwitzuniforms.com">rhorwitz@horwitzuniforms.com</a>
Keefe Group	732- 509-0127	<a href="mailto:lpalmisano@keefegroup.com">lpalmisano@keefegroup.com</a>
Kenai Sports LLC (LiveProud)	617-418-4220	<a href="mailto:cbogoian@liveproudgroup.com">cbogoian@liveproudgroup.com</a>
OD Taragin & Bros	410- 276-7570	<a href="mailto:odtar@erols.com">odtar@erols.com</a>
PrintabiliTees, LLC	203-322-3390	<a href="mailto:jere@printabilitees.com">jere@printabilitees.com</a>
Security Uniforms Inc	860- 224-1773	<a href="mailto:security-uniforms@snet.net">security-uniforms@snet.net</a>
Tracy's Products, LLC	203-787-2013	<a href="mailto:tracysproducts@aol.com">tracysproducts@aol.com</a>
Trippi's Uniforms	508-755-4721	<a href="mailto:trippisuniforms@townisp.com">trippisuniforms@townisp.com</a>
Uniforms Manufacturing, Inc	480-368-9316 x112	<a href="mailto:emily@umidirect.com">emily@umidirect.com</a>
First Defense Supply (Worcester Cty)	978 343-0019	<a href="mailto:jawcpe@verizon.net">jawcpe@verizon.net</a>

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